BOSTON YOUTH SYMPHONY ORCHESTRAS

"Music deepens the sensitivity, understanding and intelligence of our students while opening their eyes to the world." - Federico Cortese, *Music Director*

Institutional Giving Manager

Department	Development
Reports to	Chief Advancement Officer
Position level	Manager, full time
Primary location	922 Commonwealth Avenue, Boston, Massachusetts
Schedule	M-F, with occasional nights and weekends. Remote option on Mondays and Fridays. On-site Tuesdays, Wednesdays and Thursdays.

Position Overview:
The Institutional Giving Manager will manage BYSO's fundraising portfolio of foundations, corporations and government entities. This includes management of the full grant lifecycle, from research to grant applications, and stewardship to reporting. The person in this role is responsible for approximately $1M in contributed revenue from this portfolio annually and is essential in building critical support for BYSO's wide breadth of programming.

Key Responsibilities:
- Manage BYSO's full institutional portfolio of foundations, corporations and government entities (approximately $1M)
- Produce all written proposals and reports as part of a robust grants calendar, including detailed financial reports
- Produce compelling corporate pitches for BYSO's growing sponsorship programs
- Work closely with BYSO program staff and teachers to understand key program goals, outcomes and impact in order to create accurate cases for support
- Research new funding opportunities and build relationship maps for potential connections
- Manage relationships with all institutional funders from identification through solicitation and stewardship—both in formal proposals and reports as well as personal meetings, event invitations, and creative engagement opportunities
- Process, acknowledge, track and budget all gifts within the portfolio

Qualifications & Skills:
- Minimum of three years professional experience in direct fundraising —institutional giving strongly preferred
- Excellent writing skills, preferable grant writing experience
- Ability to create and adapt project budgets and financial reports

- Experience and interest in interacting and building relationships with donors, foundation officers or high-level corporate decision-makers
- Proficiency in prioritizing and managing multiple, diverse and on-going projects
- Creativity and open-mindedness to create thoughtful plans and new strategies to engage institutional donors
- Good interpersonal skills and ability to appropriately manage sensitive and confidential information
- Strong knowledge of Microsoft Office Word, Excel and PowerPoint
- Ability and willingness to work occasional evenings or weekends for events, donor meetings, etc.

Employment Details:
This is a full-time exempt position with an expectation of 40 hours per week and occasional evening and weekend responsibilities. The general working schedule is Monday through Friday, with on-site work required on Tuesdays, Wednesdays and Thursdays—a remote option is available on Mondays and Fridays. The base pay for this role will be $50,000-$55,000/year. Benefits include subsidized health, dental, and vision insurances; paid time off and holidays; and Massachusetts Paid Family Medical Leave, among others. Employees may also elect a Flexible Spending Account; life insurance; short- and long-term disability insurances; pet and identity protection plans; and other benefits as available through BYSO's professional employer organization.

About BYSO
Since its founding in 1958, the Boston Youth Symphony Orchestras (BYSO) has reached thousands of students across New England through a legacy of high-quality training, the brilliance of classical music, and the gift of human connection.

The mission of BYSO is to encourage musical excellence in a professional and supportive environment by providing the highest quality orchestra training and performance opportunities to qualified musicians, grades K-12, and making its programs accessible to underserved communities through financial assistance and outreach.

BYSO is one of the most prestigious, comprehensive, and remarkable youth orchestras in the nation. BYSO recently opened the doors to its iconic BYSO Youth Center for Music, which is giving young musicians from every corner of Boston and beyond unconditional opportunities to be immersed in music training and performance at the highest level. To learn more about BYSO please click here.

To Apply
Interested candidates should submit a resume and cover letter to Leigh Carey, Director of Finance at lcarey2@bu.edu. Please reference the job title in the subject line. Posting will remain open until filled.

Equal Opportunity Employer
Boston Youth Symphony Orchestras is a registered 501(c)3 organization and is committed to equity, diversity, and inclusion in all facets of the organization. BYSO welcomes applications from all qualified candidates regardless of age, race, gender, sexual orientation, disability, religion, or national origin.